



Practical Nursing Program Student Handbook 2024-2025

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Program Director: Dr. Ramesha Walker

The Nursing Student Handbook is reviewed at least annually and is subject to change. Updates to Policies and Procedures can be found on each course Learning Management System site (Canvas) and the college web page.

Reviewed; 10/22, 12/23, 08/24

A Message from the Dean of Nursing, Allied Health, and Natural Science:

Congratulations on your decision to pursue your nursing education at Southside Virginia Community College! This is an exciting time to be in health care. We are proud of each of you who were selected for this opportunity. You are now officially a member of a distinct group of individuals who will travel through a program of study that will prepare you to meet your professional goals in nursing. Nurses are recognized as having responsibility for physical care, education and teaching, counseling and probably most important, advocacy for the patient. Contemporary nursing professionals play a vital role as leaders in responding to the ever-changing health care delivery system.

While you are enrolled at Southside, we want you to develop a passion for nursing practice. The faculty believes that developing this passion begins with your inquisitiveness and having a sense of wonder. Always ask questions, use critical thinking and seek out opportunities to learn. Our responsibility is to introduce you to an active learning environment that encourages you to wonder, question, grow in knowledge and develop clinical expertise.

We want each of you to be successful in our nursing programs. We also realize that as you are studying, you are preparing for entry into practice and are laying the foundation for your future. The Institute of Medicine's report on *The Future of Nursing* has recommended that we increase the proportion of nurses with a baccalaureate degree from 50% to 80% by the year 2020. Being part of this initiative is made seamless and cost-effective through numerous BSN articulation agreements available at Southside. Additionally, as part of a workforce of over 3 million nurses, you are going to find multiple opportunities in nursing that may include employment in acute care hospitals, outpatient settings, public health departments, home health or hospice agencies as well as positions in quality management and administration. There are many exciting avenues you may pursue after graduation.

Again, congratulations on your success and welcome to SVCC Nursing! If there is anything we can do to assist you throughout the program, please do not hesitate to let us know.

Best regards,

Melissa Arthur RN, MSN, NP-C, CNE
Dean of Nursing, Allied Health, and Natural Science

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Southside Virginia Community College – Nursing
Statement of Understanding

I understand the requirements of the SVCC Practical Nursing Program as stated in this guide, the college catalog and the student handbook. I agree to follow the policies as stated in the policy book as well as the handbook and the college catalog. My signature on the form below verifies my understanding. When I begin a nursing course, it is my responsibility to clarify what I do not understand regarding the requirements of the course with the instructor.

Name: _____ (please print)

Signature: _____

Student I.D.: _____

Date: _____

SVCC Mission Statement

Southside Virginia Community College serves as a gateway to education, training, and employment opportunities by providing relevant and innovative programs responsive to the diverse communities we serve in a student-centered, inclusive learning environment.

Local Board Approval: July 20, 2022

Core Values and Vision Statement

Core Values

Southside Virginia Community College is committed to providing and promoting excellence in the following areas:

- Student access to quality higher education.
- Services and programs that encourage success among all students, faculty, staff and the community.
- Supporting a culture of inclusivity and expanded equity.

Vision Statement

SVCC is dedicated to inspiring excellence and transforming lives while contributing to the economic vitality of the diverse communities it serves.

Practical Nursing Student Learning Outcomes and Competencies

Mission: The mission of the VCCS Nursing Programs is to provide affordable, community access to quality nursing education. The VCCS nursing programs prepare qualified students to provide safe, competent, entry-level nursing care in 21st century healthcare environments. Students are prepared to meet the ever-increasing complexity of the healthcare needs of the citizens of Virginia.

Program Mission

The practical nursing program at Southside Virginia Community College supports the mission, values and goals of the college and seeks to provide diverse learning opportunities to prepare students to fulfill the role of a practical nurse, while promoting personal development, accountability, and life-long learning.

Philosophy: VCCS nursing faculty ascribe to the core competencies for nursing and nursing education. While firmly based in science and the arts, the essence of nursing is caring and compassionate patient centered care. Ethical standards, respect for individual dignity, and consideration of cultural context are implicit in the practice of patient centered care. The nurse advocates for patients and families in ways that promote self-determination, integrity, and ongoing growth as human beings. Nursing care is provided in collaboration with the patient, the family and members of the

health care team. The nurse displays a spirit of inquiry by examining evidence to improve quality of care, promote safety and improve patient outcomes. Nursing judgment is integral to making competent decisions related to the provision of safe and effective nursing care. Information management essential to nursing care is communicated via a variety of technological and human means.

Student Learning Outcomes with Competencies:

Students who complete the Practical Nursing Program:

End-of-Program Student Learning Outcomes

Client-Centered Care	Advocate for patients and families in a variety of health care settings to promote active involvement in health care decisions.
Safe and Effective Care	Provide safe and effective care with an emphasis on quality by utilizing technology and standards of care for diverse patients across the life span.
Clinical Judgment	As a member of the interdisciplinary health care team, the practical nurse will make effective clinical decisions by incorporating evidence-based practice and critical thinking in the nursing process.
Professional Behaviors	Adhere to the standards of practice, demonstrate caring for others, be accountable for his/her own actions and behaviors, and practice within legal, ethical, and regulatory frameworks.
Collaboration	Participate in the coordination of care with nursing and the interdisciplinary team. Foster open communication and collaboration that encourages a spirit of inquiry and values evidence-based practice.

Currently the PN program is not accredited as Virginia does not require practical nursing programs to have accreditation. The PN program is approved by the Virginia Board of Nursing.

Admissions

Admission/Readmission Policy

1. In order to be admitted to any nursing course with a clinical laboratory component, a student must meet all nursing program admission requirements, including a 2.0 G.P.A. in all work previously attempted at SVCC and grades of at least a C in all curricular support courses.

2. A student who has previously been enrolled in the nursing sequence must have a cumulative G.P.A. of 2.0 or above to continue in the nursing sequence. A previously enrolled student who desires to return **MUST** do the following:
 - A. Submit "Request for Re-entry into the Nursing Program" online
 - B. Present evidence of cumulative G.P.A. of 2.0 or greater.
 - C. Be aware that re-admission will be on a space available basis.
 - D. A student who has been out of the SVCC nursing program more than 12 months will be evaluated for return on an individual basis.

3. Students have two years to complete the Practical Nursing Program once they begin a clinical nursing course.

See the College Catalog for college wide admission policies.

Admission Deadline

When enrollment must be limited to any curriculum or course, first priority must be given to all qualified applicants who are residents of the political subdivisions supporting the college (except in the case of approved state & regional specialized programs), provided such students apply for admission to the program by the application deadline as posted online.

Practical Nursing Certificate Curriculum:

Course	Course Credit hours	Didactic credits	Lab Hours	Clinical Hours
First Semester				
BIO 100 Basic Human Biology	3	3	0	0
NUR 120 Nursing Terminology	2	2	0	0
PNE 161 Nursing in Health Changes I	7	4	3	6
NUR 135 Drug Dosage Calculations	2	2	0	0
SDV 100 College Success Skills	1	1	0	0
ENG 111 College Composition or ENG 137	3	3	0	0
Semester Total	18	15	3	6
Second Semester				
PNE 162 Nursing in Health Changes II	11	6	0	15
PNE 173 Pharmacology for Practical Nurses	2	2	0	0
PSY 230 Developmental Psychology	3	0	0	0
Semester Total	16	8	0	15
Third Semester				
PNE 163 Nursing in Health Changes III	8	5	0	9
PNE 145 Trends in Practical Nursing	1	1	0	0
ITE 119 Information Literacy	3	3	0	0
200 Level HUM Elective	3	3	0	0
Semester Total	15	12	0	9
Total Credits for Certificate	49			

This program takes one year (3 semesters) to complete.

All PNE prefix courses listed above must be taken in the order shown.

Note: All of the general education courses may be taken prior to admission to the nursing program.

Nursing Program Policies

Essential Nursing Performance Standards:

Students admitted to Southside Virginia Community College nursing programs can be expected to complete course requirements, which necessitate certain physical and mental abilities. Any student who thinks he/she does not possess one or more of the following skills should seek assistance from an academic counselor or nursing faculty advisor and special needs counselor concerning any flexibility in program requirements and possible accommodation through technical aids and assistance.

- **Speech:** Establish interpersonal rapport and communicate verbally and in writing with clients, physicians, peers, family members and the health care team from a variety of social, emotional, cultural and intellectual backgrounds.
- **Hearing:** Auditory acuity to note slight changes in the client's condition and to perceive and interpret various equipment signals, and to use the telephone.
- **Vision:** Possess the visual acuity to read and distinguish colors to read handwritten orders, and any other handwritten and printer data, i.e., medication records, and scales; chart content and provide for safety of clients' condition by clearly viewing monitors and scales in order to correctly interpret data.
- **Mobility:** Stand and/or walk six (6), eight (8), or twelve (12) hours/day. Walk for prolonged periods from one area to another over an eight-hour period. Bend, squat or kneel. Assist in lifting or moving clients of all age groups and weights. Perform CPR i.e., move above the patient to compress the chest and manually ventilate the patient. Work with arms fully extended overhead.
- **Manual Dexterity:** Demonstrate eye/hand coordination or manipulation of equipment and sufficient tactile ability to differentiate changes in sensation, e.g., syringes, infusion pumps, life-support systems.
- **Fine Motor:** Use hands for grasping, pushing, pulling, and fine manipulation and possess tactile ability sufficient for physical assessment.
- **Mentation:** Maintain reality orientation for at least an eight-hour period of time. Assimilate and apply knowledge acquired through lectures, discussions and readings. Comprehend and apply basic mathematical skills, e.g., ratio and proportion concepts, use of conversion tables, and calculation of drug dosages

and solutions. Comprehend and apply abstract concepts from biological, sociological, and psychological sciences.

- **Smell:** Olfactory ability sufficient to monitor and assess health needs.
- **Writing:** Communicate and organize thoughts to prepare written documents that are correct in style, grammar and mechanics.

Despite the foregoing, a qualified person with a disability who can perform those essential functions with reasonable accommodation will be considered for admission along with other qualified applicants. SVCC is committed to serving persons with physical and learning disabilities. A goal of SVCC is to provide equal access to all students who desire to pursue a post-secondary education. Students who have a learning disability or a physical handicap are encouraged to contact the Student Services Office four to six weeks prior to their enrollment at SVCC.

Accommodations are based on the student's diagnosis. Therefore, documentation of the disability is required. Students without documentation may seek the services of their local Department of Rehabilitation Services for evaluation. Once documentation of the disability has been received, special services can be arranged. Accommodations may include tutoring, note taking, alternate forms of testing, interpreters, taped texts, scheduling considerations and/or counseling.

Academic Honesty:

The nursing faculty of Southside Virginia Community College recognizes that academic honesty is an integral factor in developing and sharing knowledge. We support the concept of academic honesty, practice academic honesty in class, lab and clinical settings, and require academic honesty from our students. SVCC students are expected to maintain complete honesty and integrity in the completion and presentation of all academic assignments, examinations and clinical assignments. Students found guilty of cheating, plagiarism, or other dishonorable acts in academic or clinical work are subject to dismissal from the nursing program.

Academic dishonesty is cheating and stealing. Academic dishonesty includes, but is not limited to:

- Quizzes, tests, examinations, and any of the items thereon are the property of the faculty. Transmission or duplication of any of these items in any form shall be considered a violation of academic honesty.
- Intentionally using material from any source without giving credit. Copying verbatim from an internet source is plagiarism.
- Rewriting material from a source without giving credit.

- Any student who gives assistance or receives assistance to or from another student during any individually graded assignment shall be considered to have cheated and will be referred to the program coordinator. This can include but is not limited to:
 - Submitting the work of another person as your own work.
 - Using/copying work from another student's electronic storage device and submitting it for a grade.
 - Copying from another person's paper/test/homework including that time in designated proctored testing.
 - Allowing someone else to copy/use your work (paper, homework, quiz, test) and submitting it for a grade.
 - Using or copying previous work and attributing the findings and assessments to a current patient or assignment.
 - Having artificial intelligence write the assignment
- Violating VCCS Computer Ethics Guidelines in the pursuit of academic studies.
- Falsifying patient information in the completion of clinical and classwork assignments.
- Any student who post/sells or distributes any course material, graded assignments or testing materials to an outside source for example: Chegg, course hero, etsy and study.com will be considered as academic dishonesty and may be dismissed from the program. If this occurs after graduation could be subject to reporting to the Board of nursing and in violation of copyright laws.

Procedure for Academic Dishonesty:

In a quiz/ test/ exam situation:

The faculty will:

- Stop the test/exam/quiz.
- Ask the student to leave the room, and wait to meet with the faculty at the conclusion of the testing time.
- Inform the student that a conference will be held with the program director at which time the procedures for academic dishonesty as written in the SVCC catalog will be initiated.

Nursing Department Sanctions:

Violation of the academic integrity policy will result in one or more of the following sanctions:

- Assignment of a failing grade (0 – 79.9% for the test/exam/quiz) chosen at the discretion of the instructor.

- Assignment of a grade reduction for the course.
- Assignment of a failing grade for the course.
- Dismissal from the nursing program.

The Academic Honesty Policy for SVCC can be found in the student handbook located in the college catalog and the college website.

Academic Hour: *Academic Hour (Credit) Definition: 1 hour = 1 fifty-minute hour.*

Content Credit Hour: One (1) content credit equals 15 academic hours over the course of a semester (1 content credit = 15 contact hours). Example: 2 content credits = 2 fifty (50) minute hours of content per week in a fifteen-week semester for a total of 30 contract hours per semester. The student and faculty have contact for a total of 30 fifty (50) minute hours in the semester.

Lab/Simulation/Clinical Credit Hour: One (1) lab/clinical credit equals 45 academic hours over the course of a semester (1 lab/clinical credit = 45 contact hours.) Example: 4 lab/clinical credits = 12 fifty (50) minute hours of lab/clinical per week in a fifteen-week semester for a total of 180 (50 minute) hours of lab/clinical in the semester. In creating the lab/clinical schedule, fifty (50) minute contact hours are converted to sixty (60) minute contact clock hours.

Attendance Policy:

Attendance is expected for all class, clinical, lab, and simulation environments.

Requirements:

Class: This program has a mandatory attendance rate required in order to pass a course. This course requires weekly attendance. A student who misses two class meetings (12% of the class hours) (excused or unexcused) will be placed on probation. A student who missed three class meetings (excused or unexcused) will be dropped from the course with a grade of “W” or “F” depending on the date last attended and established college deadlines.

- Any make-up work for excused absences must be completed or scheduled for completion within one week of the absence as scheduled by the instructor or at the instructor’s convenience.

Clinical:

- All clinical/lab time must be **made up to complete** the required number of clinical hours for the course.

- PNE 161: Students who miss one clinical (including Simulation) **or** campus lab will be placed on probation (excused or unexcused). If a student misses a second clinical **or** campus lab they will be dismissed from the nursing program.
- PNE 162 & 163: Students who miss two clinical rotations (including Simulation) will be placed on probation (excused or unexcused). Students who miss three clinical rotations will be dismissed from the nursing program.
- In case of extenuating circumstances, exceptions to this policy may be made by a committee composed of faculty teaching the course. To be considered for continuation in the course that semester, the student must have:

Satisfactory clinical performance at the time of the absences, with no more than 1 U in any given line of the student's self-evaluation tool.

80 or above average in theory at the time of the absences.

Dress Code

- Students will wear the SVCC school uniform which is purchased through the online bookstore in the clinical settings.
- Specific adaptations are written in the course syllabi.
- Students must also adhere to any additional dress codes required by the clinical agencies.
- If you have any questions about the rationales supporting the dress code, consult your instructor. If you are not sure about what to wear, have it approved by an instructor prior to the clinical or class experience.

Students in clinical uniform must meet the following standards:

1. Uniform:

The SVCC approved school uniform must be well fitted without evidence of being tight: no creases, rolling or pulling. The length of the dress style uniform must be below the knee. No sweat tops or knit cuffed pants are to be worn. Under garments should be of natural skin tone and not be visible through the uniform. A school name tag is to be worn on the uniform top. The uniform must be pressed, in good repair, clean, free of stains and free of odors.

Maternity uniform: A professional white maternity uniform may be worn in lieu of the school uniform if pregnancy temporarily precludes wearing standard attire. A School of Nursing ID badge is worn with the maternity uniform.

2. Foot and Leg Wear:

Women will wear long white stockings with the dress-style uniform. Plain white socks may be worn **ONLY** with the pants uniform. **No ankle socks**. Men will wear white socks. Shoes must be clean, solid white and **ALL LEATHER** or other impermeable material. No clogs, slides, sandals, or canvas shoes may be worn. No athletic shoes displaying color logos or letters may be worn. Shoes should be clean, polished, in good repair with clean laces, when appropriate.

3. Hair:

Hairstyles must be clean, well kept, conservative and neatly contained above the uniform collar. Beards, mustaches, and sideburns must be neatly trimmed. Hair should not interfere when rendering safe professional nursing care. No caps, bows, or ribbons are to be worn in the hair. **Hair must be a naturally occurring hair color or according to clinical site policy.**

4. Jewelry:

Jewelry will be minimal and limited. ONLY a wedding band set, a neutral colored watch that measures seconds and minutes, and – if desired – SMALL STUD earrings no more than one in each ear and contained to the earlobe only will be worn. No earrings with moving parts, hoops or dangles and necklaces are prohibited since they may catch equipment or be pulled by patients causing damage and interfering with patient care. Pierced jewelry may be worn in the earlobes only. No bracelets are allowed. Medical Alert identification should be discussed with instructors.

5. Nails:

NO FINGERNAIL POLISH WILL BE ALLOWED. Fingernails must be clean and no longer than the ends of the fingertips. Artificial nails or tips may not be worn as they pose an infection risk for the patients and the nurse and are included in the CDC recommendations.

6. Miscellaneous:

- No fragranced hair products, lotion, perfume, cologne or after-shave is to be worn in the clinical setting.
- Make-up must be discreet and of limited quantity.
- Tattoos or body art must be covered when in uniform or professional dress or according to the clinical site policy.
- All students must be clean, neat, and dandruff and odor free.
- Equipment needed in the clinical setting includes: stethoscope, blood pressure cuff, bandage scissors, ballpoint pen of the color required by the particular agency, pocket notebook, and penlight.

Students in classroom setting must meet the following standards:

Students are expected to attend class dressed neatly and well groomed. Clothing should be clean and in good repair. Male students are expected to be clean shaven or with neatly groomed facial hair. All students are expected to wear appropriate undergarments. Wear layers as needed for classroom temperature comfort.

The following are examples of dress items considered **inappropriate** and a student so attired will be asked to leave the classroom.

- Short shorts
- Micro-mini skirts
- Sheer fabric revealing undergarments or lack of such
- Printed T-shirts with suggestive or lewd remarks
- Halter, tube, or tank tops

- Bare midriff
- Sexually suggestive clothing
- Constrictive clothing
- Baggy pants revealing underwear
- Muscle shirts
- Unlaced tennis shoes
- Caps
- Pajamas
- Please refrain from wearing clinical attire that has been potentially exposed to infectious material at work in the classroom setting, such as scrubs.

Patient Privacy/HIPPA

1. It is the student's responsibility to review and understand The Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy, Security and Breach Notification Rules (<http://www.hhs.gov/ocr/privacy>).
2. Confidentiality must be maintained at all times.
3. Do not use patient names, date of birth, medical record number or social security numbers on any school of nursing documentation (assignments, SimChart/electronic database, etc).
4. Do not share PHI (Patient Health Information) with anyone not directly involved in the patient's care. This includes family members, peers or clinical staff not directly involved in care of the patient.
5. Do not share any information discussed during class, pre- or post-conference outside of the conference room setting.
6. PHI does not leave the clinical agency.
7. Students are not allowed to share computer login or password information.
8. Any violation of the HIPPA policy will result in immediate dismissal from the nursing program **and can result in civil and criminal penalties (\$50,000 and up to ten years imprisonment)**. Students will no longer be eligible to enroll in *any* health science program offered by Southside Virginia Community College.

Additional requirements:

- The student must notify the instructor of the reason for any class/clinical/campus laboratory absence(s) **prior** to the missed session via email/phone/text except in cases where extenuating circumstances prevent this. Voice mail messages or communication with other students will not be accepted.
- Extenuating circumstances will be evaluated on an individual basis should a student not be able to notify the instructor **prior** to the beginning of the class, lab, clinical, or simulation session. The faculty member has the final decision to determine a situation as extenuating.
- **Tardiness:**
The student, who is tardy for any reason to class without **prior** notification of the instructor, will be denied admission to the class session until next break. If the

student is not admitted to the session, the absence will be documented as unexcused.

Tardiness to college lab, simulation or the clinical setting, without **prior** notification of the instructor, may be dismissed from the clinical or laboratory setting. This will result in an unexcused clinical absence and will require make-up.

- Students may not leave a clinical, lab, or simulation setting unless dismissed by the clinical instructor or preceptor. If a student leaves the clinical, lab, or simulation environment **prior** to the completion of a clinical, lab, or simulation session, the instructor will determine whether or not the experience will be counted as an absence based upon factors such as number of hours attended and completion of objectives. Students are not allowed to leave any clinical facility without verbal permission from their clinical instructor or preceptor. Leaving a clinical setting without permission will be considered patient abandonment and will result in immediate dismissal from the nursing program.
- Students shall inform the instructor **prior** to starting the clinical day when taking any medication which may result in cognitive or physical impairment that could be interpreted as signs of drug or alcohol abuse.
- Attending clinical under the influence of drugs or alcohol will be grounds for dismissal from the nursing course program. Any student with suspected or acknowledged drug and or alcohol abuse shall be required at his/her expense to be evaluated by a healthcare provider. Re-admission to the nursing program is dependent upon the results of the evaluation and any recommendations.
- **Flu Exception.** Students may miss up to 2 consecutive clinical days with a documented note from their physician stating that the student has the Flu. The 2 consecutive days will count as 1 clinical absence. In accordance with CDC guidelines students will not be allowed to attend clinical until they have been 24 hours without fever reducing medication. Students will be required to make-up the clinical days missed at a later date during the semester. Failure to do so will result in an unsatisfactory grade for clinical.
- **COVID 19 Exception:** Students may miss clinical days with a documented note from their medical provider stating that the student has COVID 19. In accordance with CDC guidelines **Persons with COVID-19 who have symptoms** and were directed to care for themselves at home may discontinue isolation under the following conditions and are eligible to return to work/school:
 - At least 24 hours have passed since resolution of fever without the use of fever-reducing medications **and**
 - Other symptoms have improved.
 - Please notify the SVCC covid team and your instructor

Students will be required to make-up the clinical days missed at a later date during the semester or received an incomplete for the course until completed. Failure to do so will result in an unsatisfactory grade or an incomplete for clinical.

Testing:

- Attendance is expected for all tests, exams, and quizzes.
- No quiz, test, exam, or ATI integrated test may be retaken.
- To receive full credit for a makeup test, a student must call the instructor **prior** to the beginning of the scheduled test or exam and arrange for a makeup test at that time. Make-up tests must be made up within **5 business days** unless other arrangements have been made with faculty. The instructor will decide whether to accept the given reason as an emergency to qualify as an excused absence. If absence is unexcused, **10 points** will be deducted from their test. Faculty reserves the right to give the test in an alternate format (i.e. short essay, fill-in-blank, matching, etc.).

Online Testing: When you are testing from a remote setting, please adhere to the following policy:

- You must be seated at a desk or table that is clear of all unauthorized material.
- The exam must be completed alone in a private location, with no distractions. Turn off your phone, t.v, and music. Your testing environment must remain secure throughout the exam. No other individual may remain or enter into the testing area for the duration of the exam. The environment must be well lit for the exam.
- You may not leave the webcam viewing area or move your webcam while testing. External cameras should be placed on the lid of the laptop or desktop where it will have a constant, uninterrupted view of the exam taker.
- You must keep your gaze centered on the webcam at all times.
- Your face and ears must be visible at all times. Clothing that obstructs the view of the face and ears such as hoods, hats, headbands, etc. are not permitted. No headphones or earbuds are allowed.
- There is to be no talking out loud or communicating with others during the exam (with the exception of the faculty member in an emergency). You may send a private zoom message to the instructor if there is a problem. Cell phones should be face down with all ringers, alarms, and notifications silenced. If you become disconnected from the internet, text or call the instructor to make them aware of the issue unless otherwise instructed.
- IF any testing issue occurs during the exam, you **MUST** notify the instructor via email immediately **BEFORE** continuing your test.

Testing Procedure- Onsite

- Sit in every other seat OR separate from other students as much as possible.
- Faculty may assign seats for tests if needed.
- Close and secure all notebooks, papers, book bags away from the testing area.

- Keep your eyes focused on your computer screen; do not let your eyes wander in the direction of others' computer screens.
- No personal calculator or tape recorders allowed. Calculators will be provided by the instructor within the testing system. No cell phones or watches, or other electronic devices allowed in the classroom. No water or drink bottles or food/snack/candy items. Ear plugs are allowed but only made of wax or foam.
- No writing on white boards until instructed by the instructor to start the exam.
- Once a student has completed the exam, the student must remain in the room until all students are finished and dismissed by the proctor. Do not gather or congregate outside of the testing room.

Exam/Test Reviews

- Following each unit exam/test, the faculty member will make a comprehensive analysis of exam results and make any necessary adjustments prior to official posting of the grades.
- All students have the right to review their exam/test at a scheduled time with the instructor. Students will have one week to review a test/quiz with their instructor. Exam/test reviews may be scheduled for exams/tests with the exception of final exams. The purpose of the review is to: Identify the rationale behind the questions and answers, Improve test-taking skills, and to provide students an opportunity to verify their exam score.
- Students will not be permitted to take any notes during test reviews. Pens, pencils, paper, cell phones or recorders are not permitted during any test review. The student may only discuss a test question with a faculty member during individual review sessions.
- Students who disagree with a test question, must submit the question in writing on the "Request to Review a Quiz/Exam Item" form along with their rationale to faculty no later than 2 pm on the day the test is administered unless otherwise noted by the instructor (i.e. the test is administered after 2 pm).
- No retests are permitted in courses. Please see the Test Attendance Policy for further information.
- Quizzes, tests, examinations, and any of the items thereon are the property of the faculty. Transmission of any of these items in any form shall be considered a violation of academic honesty. Any student who gives assistance or receives assistance to or from another student during any individually graded assignment shall be considered to have cheated and will be referred to the program head. Refer to the SVCC Nursing Program Student Policies.
- It is at the faculty's discretion if a group review is conducted after a test.
- Final grades will be posted within 7 days from the date the test was administered.

- There will be no discussion of test questions between students and faculty on the day of the test.

Grading:

- The student's knowledge and understanding will be evaluated by both oral and written assessments. A final grade of 80% (C or better) will be required in order to continue in the nursing sequence. Clinical laboratory performance must also be maintained at a satisfactory level, which is also 80%, in order to continue or to receive credit for the course.
- An 80% or better average in the unit of nursing usually correlates with success on the NCLEX exam.
- The grading scale for the nursing program is as follows:

A	=	93-100
B	=	86-92
C	=	80-85
D	=	70-79
F	=	Below 70

- No rounding of grades is permitted in the nursing program. For example, if a student earns a 79.9, that will be the score assigned. The grade will not be rounded to 80. Grades are not negotiable.

Retention: Faculty have several items in place to assist with retention of students within the program.

- Use of SVCC Navigate system to collaborate with college resources for students with academic issues. Used as needed and twice a semester.
- Clinical evaluations and discussions on academic progress.
- Midterm self and instructor evaluations on academic progress.
- Encourage test remediation if the score is below the required 80% one on one with faculty.
- SVCC student service, the learning commons for assistance, and any other resources available to assist with test taking and study skills.

Clinical/Simulation Grading

All clinical Courses

- The clinical grades are either “pass” [satisfactory], “needs improvement” or “fail” [unsatisfactory]. “Satisfactory” (S) means the successful completion of all stated clinical objectives. “Needs improvement” means remediation is required. “Unsatisfactory” (U) means the unsuccessful completion of a specific clinical objective.

- Students are expected to complete all required learning activities before coming to the clinical, lab, or simulation setting. Students who are unprepared may be dismissed from that session, will receive a grade of "U" with a written warning in the narrative section of the clinical evaluation tool, and will be required to make up that session at a time scheduled by the instructor. This also includes coming to the clinical session without the proper equipment and paperwork
- The student must achieve 80% grading in the clinical/simulation environment to pass all clinical courses.
- If a student is determined to be unsatisfactory in the clinical setting that results in dismissal from the course or the program, the student will earn either a D or F as the final grade for the course depending on what the classroom grade is.
 - Example: If a student receives a "D" or "F" in the classroom and an "Unsatisfactory" in clinical, she/he will receive a final grade of "F."
 - If a student receives a "C" or above in the classroom and an "Unsatisfactory" in clinical, she/he will receive a final grade of "D."
 - If a student receives "D" or "F" in theory and a "Satisfactory" in clinical, she/he will receive the classroom letter grade as the final grade.

Clinical Remediation

If clinical remediation is recommended by a faculty member, the student must complete the required time of remediation prior to re-entering the clinical setting. The number of remediation hours will be assigned by the clinical instructor. If a student does not complete the assigned remediation time, the student will not be permitted to re-enter the clinical setting resulting in an unsatisfactory for the clinical day and an unexcused clinical absence. Please refer to the attendance policy and the policy on satisfactory clinical scores.

ATI

- The ATI testing package is required of students in each semester. It is a comprehensive package of skills videos, practice testing, diagnostic & predictor testing and an NCLEX review at the end of your program. The fee for the package will be paid at the bookstore and payment will be required each semester. Returning students do not need to pay this fee on their repeat semester.

Audio Taping

Due to potential HIPAA violations and copyright issues, students will not be allowed to audiotape nursing lectures. If a student feels that he/she has a disability that may require a special exception to this policy, he/she will need to discuss this with the disability officer in student services and obtain an exception. This exception will need to be provided to the nursing faculty teaching the course and in turn, the faculty will have the student sign a waiver. This waiver will be maintained in the students file and violation of any portion of the waiver will result in immediate revocation of this privilege and could lead to further disciplinary action. Lecture capture is used at faculty discretion.

Nursing Laboratory

The nursing lab will be utilized by nursing students to enhance student's confidence and competence regarding various nursing skills. The following general guidelines will be utilized in the laboratory setting:

Nursing Lab Appearance

As a courtesy to all who use the lab, this academic learning center will need to be maintained and returned to an orderly fashion when not in use. When the day or practice time is complete, please ensure that the lab is left in the following manner:

- Beds in the lowest position and wheels locked
- A fitted/flat sheet and spread with a pillow on each of the beds
- Privacy curtains drawn back against the walls
- Overhead tables placed at the foot of each bed
- Chairs pushed underneath the table/computer desk
- Supplies and equipment returned to the appropriate cabinet/equipment room.
- Food and Drinks: No food or drinks are allowed in the Nursing Labs.

Nursing Lab Equipment

- No equipment (i.e. manikins, blood pressure cuffs, etc.) shall be removed from the campus nursing lab settings without the pre-approval of the nursing faculty
- Nursing lab storage rooms/cabinets are off limits to nursing students, unless indicated by the nursing faculty.

- The linen in the nursing lab will be used for practice purposes. Please do not remove the linen from the lab setting for personal use.

Remediation Lab

Open lab opportunities are provided to all nursing students throughout the semester to allow students to:

- Practice skills.
- Receive needed assistance on skills.
- Review or make up previously learned content. The open lab instructor will not re-teach content.
- Complete remediation as assigned by the instructor.

Open lab availability times will be offered on each campus. The Nursing Faculty will notify students of the designated times for open lab every semester.

Student Responsibilities for Remediation Lab

- Sign up for open lab time with your nursing instructor at least 24 hours in advance.
- When signing up for a remediation lab, specify what specific assistance is needed. (i.e., “Practice BP.” or “Watch Restraint Video,” not “Missed lab on 9/22.”)
- Prior to coming to Remediation Lab, complete preparatory work as assigned.
- If a student signs up for Remediation Lab and is unable to attend, the student should notify the instructor as soon as possible

Nursing Lab Policies, including Use of Syringes/Needles Policy

Syringes/needles will be given to students for use in the lab only. Students are to practice parenteral/injectable routes of medication administration in the College’s nursing laboratory **ONLY** under the supervision of nursing faculty on designated instructional models. **Under no circumstance** are students injecting each other at any time. After practicing the parenteral/injectable route of medication administration and demonstrating skill competency to the nursing faculty in the college’s nursing laboratory, ALL syringes/needles are to be disposed in designated red “sharps” containers in the nursing laboratory. When “sharp” containers are full, the College

will dispose of the containers according to the college's hazardous materials procedure. This includes IV catheters.

Simulation Lab Policies

Mission

The SVCC Nursing Simulation Lab is committed to the success of the nursing students by providing an educational foundation, through the use of simulation technology, that will enable them to care for individuals, families, and communities.

Vision

The SVCC Nursing Simulation Lab will provide a hands-on, learning experience in a safe, realistic environment in an effort to produce healthcare professionals with enhanced critical thinking skills, technical ability, communication skills, and collaboration experience for the benefit of our community.

Preparation

The Simulation Lab is a learning environment. All scenarios should be treated in a professional manner. Students are to prepare for simulation experiences just as they would for hospital clinical. Preparation information and pre-lab work will be provided by your lead instructor. Incomplete pre-assessment assignments will result in an unsatisfactory grade for the day.

Evaluation

Students will be evaluated by the SimLab instructor based on their performance in the simulation, using the guidelines identified in the Clinical Evaluation Tool. Students receiving an unsatisfactory in any category will be debriefed by the SimLab instructor and receive an Unsatisfactory for the Simulation experience. The student will have to remediate the skill (if appropriate) as assigned by the instructor(s). The student must complete the remediation before being allowed to return to the clinical setting. If the student fails to complete the required remediation, the student will receive an Unsatisfactory for the additional clinical days that are missed. Refer to the attendance policy for requirements for clinical.

Attendance

Clinical simulation experiences are arranged by the faculty and the SimLab instructor. Scheduled simulation experiences are considered a clinical day. Students will be assigned specific times for clinical simulation. Students are expected to be on time. Absenteeism and tardiness will be handled in accordance with the attendance policy. Refer to the attendance policy for clinical.

Dress Code Simulation

SVCC uniform dress code rules apply for SimLab clinical.

Required Equipment

Stethoscope, penlight, bandage scissors, a watch with a second hand, a drug handbook, and black pens are required. If students have purchased a Supply Tote, it should be brought with them to the lab. SVCC is not responsible for any lost or stolen personal items.

Equipment Care

The simulation mannequins are to be used with respect and treated as if they were live patients. This includes hand washing and use of gloves when performing patient care. No betadine or pens are to be used near the mannequins.

Student Standards of Conduct

- The working student must assume full responsibility for academic and clinical performance. The nursing program schedule, including course/lab schedules, assignments, exams, clinical rotations and other activities will not be changed or adapted to the schedules of working students. Attending clinical after working a night shift the day before is considered a form of impairment and students will be sent home and given an unsatisfactory in the Professionalism category for the day.
- Incivility by the student may result in dismissal from the nursing program. Incivility is understood as a set of discourteous and rude behaviors which violate the mutual respect between each person, which may be considered intentional acts of aggression, or unintended passive acts. Characteristics of incivility include: interactions between students and faculty that are challenging, abrasive, discourteous, aggressive, uncomfortable, distressing, or include threats; misconduct that can include verbal or physical abuse; and disruptive behaviors that interfere with the teaching and learning process. Often these characteristics manifest themselves in the cruel comments directed at faculty by students in face to face interactions within the classroom and clinical setting. Incivility can range on a continuum of student behaviors from annoying acts to criminal conduct and, if left unchecked, can manifest itself as horizontal hostility, or lateral violence to include incivility between and among students, faculty, and nurses. (Symbiosis Online Publishing, 2021)
- Students are **not** allowed to administer any medication to any client unless supervised by a faculty member or faculty approved licensed RN present. Failure to comply with this policy will result in dismissal from the nursing program.

- Responsible action is required when health care and safety are affected. This action may include but is not limited to confronting and reporting to appropriate persons any individuals observed:
 - Pilfering unauthorized clinical or academic materials (hospital or college supplies, exams, etc.).
 - Performing in a dishonest/unethical manner in the class or clinical area. Falsification of documentation related to patient care.
 - Altering graded materials.
- Nursing students are to perform their assigned duties free of the influence of drugs or alcohol. There is a zero-tolerance policy for this.
- No smoking in uniform shall be permitted. This includes travel to and from a clinical facility (including Simulation). If a student smells of smoke while in uniform, the student will be asked to leave the clinical setting and receive an unsatisfactory for the clinical rotation. This will be counted as an unexcused clinical absence (refer to attendance policy). The student will be placed on probation and can be dismissed from the nursing program for any further violation expectations.
- Drinking, purchasing or serving alcoholic beverages while in uniform is forbidden and are grounds for dismissal.
- Unprofessional language or actions while in uniform or in class is unacceptable. Sexual harassment or misbehavior of any kind will not be tolerated and are grounds for dismissal.
- Gum is not to be chewed during clinical experiences.
- Cellular phones are allowed in the classroom, laboratory and clinical setting for multi-factor authentication requirements only. If used by the student for other reasons not approved by faculty, it will result in disciplinary actions.
- Students are not permitted to use computers, cell phones or electronic watches for personal use in the classroom, clinical or laboratory setting.
- Children are not allowed in class, lab, clinical, or simulation areas. Students who bring children will not be allowed to remain in the area. There will be no exceptions to this policy.

In addition, the nursing faculty will utilize the following professional organizations to promote ethical conduct and professional behavior as students in the SVCC nursing programs: American Nurses Association Code of Ethics: [ANA Code of ethics website](#)

and the SVCC Academic Honesty policy found in the current catalog on the SVCC website. [SVCC Academic Honesty](#).

Conflict Resolution

Conflict is inevitable but how a person responds to it will determine the outcome. The goal of the conflict management resolution policy is to resolve conflicts at the lowest level possible. The following process for Conflict Resolution is the responsibility of the faculty member and student. In an effort to ensure fairness, conflicts should be resolved in the following manner:

- Schedule an appointment to talk with the faculty member involved in the conflict. If there is conflict with an adjunct faculty member, the student must address the issues with the adjunct faculty. It is the responsibility of the adjunct faculty member to notify the lead faculty member when conflict arises and what the resolution of the conflict is. If the conflict is resolved at this level, the process is concluded. If not, move on to Step 2.
- The student schedules an appointment with the Program Director (if different than the instructor). If the conflict is resolved at this level, the process is concluded. If no resolution is obtained from this meeting, move on to Step 3.
- The student schedules an appointment with the Dean of Nursing, Allied Health and Natural Sciences. If the conflict is resolved, the process is concluded. If not, move on to Step 4.
- Refer to the College Grievance Policy for further instructions (located in the college catalog).

Social Media

Guidelines for the appropriate use of, and conduct on, social media sites are provided below. Examples of social media include but are not limited to blogs, micro blogs, wikis, virtual worlds, Facebook, YouTube, Twitter, Snapchat, Instagram and TikTok.

Due to potential HIPAA and FERPA violations, student use of any social media will be limited within the nursing program. No academic information regarding classes, labs, and clinical may be posted on students' personal social media sites. Finally, as faculty and students of SVCC, we are obligated to uphold the college name in the community setting. Therefore, we expect nursing students to adhere to the SVCC code of conduct at all times.

Think before you post! Do not post confidential or sensitive information about Southside Virginia Community College or its community affiliates including patients, other students, faculty or staff. Do not post comments that could reflect poorly on you, the clinical facility or the College. Review ANA Nursing Code of Ethics social media policy at <https://www.nursingworld.org/social/>

Student Responsibilities:

- Submit signed “Statement of Understanding” during the first day of the first NSG course.
- In accordance with §54.1-3001 of the Code of Virginia, a nursing student, while enrolled in an approved nursing program, may perform tasks that would constitute the practice of nursing. The student shall be responsible and accountable for the safe performance of those direct patient care tasks to which he has been assigned.
- Students are responsible for their own transportation. Travel to clinical sites may be up to 2 hours one way depending on where the student lives.
- Completed physical examination, vaccinations, blood titers, proof of Hepatitis series or signature refusing inoculation, current American Heart Association CPR card, 2 step PPD (or CXR/Quantiferon if unable to have 2 step PPD) are required for admission into class/clinical as you were informed during the orientation session. These are to be uploaded into Castlebranch by the deadline. The "Risks Associated with Clinical Practice" forms on the first day of any nursing course with a clinical component are to be submitted to your faculty member. Students not adhering to this policy will not be allowed to continue in the nursing sequence.
- Stay up-to-date on any policy or handbook changes. Changes may be necessary during your time in the nursing program. Changes will be posted on Canvas, distributed in class or emailed to you.
- Be responsible for medical costs for any injury received while in a clinical setting, including injuries for which testing is required by clinical agencies. The program does not require students to have medical insurance, however it is highly suggested.
- Any student with a change in health status or new medications, requiring special considerations, will provide the clinical instructor and classroom instructor the following information prior to clinical: Current written permission from the health care provider (HCP) allowing the student to complete the activities of the given semester in which the student is currently enrolled; A written statement by the HCP indicating any limitation or restrictions of activity.
- Students may be required to complete a “for cause” drug screen or alcohol test, at their expense, if a faculty member observes signs and symptoms that lead them to suspect the student is under the influence of drugs or alcohol in the clinical or classroom setting. Testing may also apply in cases where it has been reported that a student was using drugs or alcohol directly before clinical or classroom time. Students that do not comply with the testing, will be dismissed

from the program. Any student that has a positive drug screen or a positive alcohol test, will be dismissed from the program. No repeat testing is allowed once a positive test has been confirmed by the appropriate testing authority.

- Students are not to provide any types of gifts to nursing faculty members. If the student has the desire to give a gift to a faculty member or thank a faculty member in some way, it is requested that the student write the faculty member a letter describing their thanks or thoughts.

Program Progression

Successful completion of each semester of the program is a prerequisite for progressing to the next semester.

Program Dismissal

- Students dismissed from the program are not eligible to enroll in any PNE course.

Credentials Necessary for Clinical Clearance

Students must have current documentation of the following in their CastleBranch profile prior to the beginning of each semesters' clinical rotations. The STUDENT will be responsible for all costs associated with satisfaction of eligibility criteria.

Failure to submit the required documentation **by the assigned deadline** will render the student **ineligible** to enter (or remain) in the nursing program. **None** of the health information will be kept by the nursing program. If clinical agencies request written documentation of any health information, students must sign a student record and insurance releases form before the information can be released.

- Current American Heart CPR certification for Basic life support.
- An initial negative 2 step TB skin test or other appropriate diagnostic within the time frame specified during orientation. A yearly TB skin test or other appropriate diagnostic prior to the beginning of the third semester.
- Hepatitis (B) vaccine series, titer indicating immunity or waiver.
- MMR titer indicating immunity or two MMR vaccinations
- Varicella titer including immunity or 2 varicella vaccines.
- Documentation of a Tdap vaccine within the past 10 years.

- Negative Urine drug screen as required.
- Influenza vaccination yearly each fall or declination with clinical site approval
- COVID 19 Vaccination or series or declination with clinical site approval
- Completion of a Physical Examination (see website to access forms).

Student Records

- A file is maintained for each student while enrolled in the program. Contained in that file will be an application to the program, a current record of achievement, completed skills check-lists, clinical evaluation tools, mid-term and final evaluations, and any consents that have been signed by the student during the course of the program. These files are stored in locked filing cabinets to ensure student confidentiality and will be housed in the respective faculty member's office. Upon graduation, the files are transferred to the Program Directors office and are kept under lock and key for a period of 3 years.
- A separate file, which may be electronic or paper, is maintained for each student while enrolled in the program. Contained in that file will be a high school transcript, GED, or a homeschool transcript. These records will be maintained and stored by the admissions office.
- Health information is stored in Castlebranch and accessible by the program director or designee. These records may need to be provided to clinical agencies at their request.
- The program will follow Southside Virginia Community College policies for the protection of student and graduate records against loss, destruction, and unauthorized use. Likewise, the program will follow the Library of Virginia Record Retention and Disposition Schedule pertaining to colleges.
- Final transcripts for the program are maintained electronically in the student information system.

Criminal Background Check, Drug Screen, and Immunizations

SVCC utilizes a third-party vendor to conduct criminal background checks, drug screenings, and to house student medical records.

The program requires clean background checks and drug screens on admission to the program. Since clinical facilities require submission of documentation on nursing students' criminal histories, (the agency may deny any student who has a criminal

record access to its clinical units) applicants who present with a criminal record (including drug and alcohol offenses) may not be offered admission to the nursing program. A student in the program who is reported to be guilty of a misdemeanor/felony may be administratively withdrawn from the Nursing Program. If a student tests positive on a drug screen after appropriate review by a medical review officer, admission will be revoked. The program and the clinical agencies have a zero tolerance for positive drug screens. No retakes of drug screens will be allowed.

If a student has been convicted of any crime that is listed as a barrier crime by the state of Virginia, then the student will be denied admission to the nursing program. This is in accordance with Section 32.1-126.01 and 32.1-162.9:1 of Title 32.1 and section 63.2-1719 and 63.2-1720 Title 63.2 of the Code of Virginia. This code stated that persons with certain criminal convictions are prohibited from employment in nursing facilities, home care organizations, hospice programs, or assisted living facilities, whether or not the person is licensed or certified by the Board of Nursing. These convictions are commonly known as barrier crimes.

Please note that the Virginia Board of Nursing considers each applicant to become a professional nurse on an individual basis and may deny licensure to anyone that they feel could be a threat to the safety of the public. Certain criminal convictions may prevent licensure as a nurse in Virginia. Please see the guidance document: 90-55 found on the Virginia Board of Nursing's website, located at [Virginia BON Guidance document 90-55](#) for further information regarding criminal convictions and licensure.

Students are responsible for self-reporting changes in criminal backgrounds to the program director immediately.

Standard Precautions

To minimize the transmission of blood-borne pathogens in the college & clinical settings. These guidelines have been adapted from current CDC (Centers for Disease Control) guidelines. Refer to Risks Associated with Clinical Practice Form. When students are in the clinical agency setting, they must also refer to and follow the specific clinical agencies' policies and procedures regarding standard precautions.

<https://www.cdc.gov/niosh/topics/bbp/universal.html>

PROCEDURE FOR TREATMENT OF CLASSROOM OR CLINICAL AGENCY BLOOD OR BODY FLUID EXPOSURE INCIDENT.

Per the latest recommendations of the CDC, students & faculty who experience an exposure incident to blood or body fluids must receive a confidential medical

assessment, evaluation, and treatment within the first 24 hours following the incident. This consists of:

- Initial first aid treatment within 1-2 hours of the exposure incident.
- Possible testing of the source.
- Evaluation of Hepatitis & HIV status with baseline blood tests.
- Post exposure counseling and treatment which should include general information and education regarding necessary precautions and the need for follow up counseling/testing.

If an exposure occurs, the student must:

- Wash contaminated areas for at least one minute with liquid soap & running water.
- IMMEDIATELY go to an emergency department for evaluation and treatment. This will be at the student's own expense.
- Report the incident to the instructor or preceptor and the program head. If the incident occurs in the clinical agency, the instructor or preceptor will report it to the nurse in charge.
- Complete the Nursing Program Blood or Body Fluid Exposure Form (Page 46) and the clinical agency's occurrence report.
- Obtain follow-up treatment for exposure incidents through your personal health care provider or other health care facility.
- Submit documentation to the nursing program head verifying initial assessment and treatment regarding exposure incidents.
- Nursing program head will submit a copy of the Blood or Body Fluid Exposure Form to the Director of Building and Grounds and the Dean of Nursing.

HIPAA

It is the student's responsibility to review and understand The Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy, Security and Breach Notification Rules (<http://www.hhs.gov/ocr/privacy>).

- Confidentiality must be maintained at all times.
- Do not use patient names, date of birth, medical record number or social security numbers on any school of nursing documentation (assignments, SimChart/electronic database).
- Do not share PHI (Patient Health Information) with anyone not directly involved in the patient's care. This includes family members, peers or clinical staff not directly involved in care of the patient.
- Do not share any information discussed during class, pre- or post-conference outside of the conference room setting.
- PHI does not leave the clinical agency.
- Students are not allowed to share computer login or password information.
- Any violation of the HIPAA policy will result in immediate dismissal from the nursing program and can result in civil and criminal penalties (\$50,000 and up to ten years imprisonment). Students will no longer be eligible to enroll in any health science program offered by Southside Virginia Community College.

Pursuant to United States Department of Education (US DOE)

Regulation 34 CFR 668.43 (a) (5) (v), the Southside Virginia Community College Associate Degree in Nursing (ADN) program provides the following information for all prospective and current students:

The Southside Virginia Community College ADN program meets all Virginia Board of Nursing requirements for prelicensure nursing education programs in the Commonwealth of Virginia. In addition, the SVCC ADN program meets all requirements for nationally recognized accreditation by the Accrediting Commission for Education in Nursing.

The Commonwealth of Virginia participates with 32 other states in the National Council of State Boards of Nursing (NCSBN) National Licensing Compact (NLC) to allow nurses licensed in one state to provide nursing care across state lines in other compact states.

The Uniform Licensing Requirements (ULRs) are found at:
https://www.ncsbn.org/NLC_ULRs.pdf.

States currently in the NLC are found at: <https://www.ncsbn.org/nlcmemberstates.pdf>.
Prospective and current students are strongly encouraged to evaluate all state requirements in jurisdictions where they intend to practice nursing.

A list of all state requirements is found at: <https://www.ncsbn.org/14730.htm>.

SVCC has not determined if the ADN program meets the requirements of any other states.
This statement serves to meet the USDOE regulation until further notice.

Forms

Nursing Program Blood or Body Fluid Exposure Form

Name/Title: _____

Location of the Incident: _____

Date/Time of the Incident: _____

Description of the exposure incident:

_____ Needle stick/sharp:

if needle stick/sharp, how deep? _____ Site _____

What type of needle/sharp? _____

Was bleeding evident? Yes _____ No _____

Was personal protective equipment worn? Yes _____ No _____

If yes, what item(s)? _____

_____ Non-intact skin:

Was personal protective equipment worn? Yes _____ No _____

If yes, what item(s)? _____

_____ Exposure to mucous membranes (fluid in eyes, nose, or mouth)

Was personal protective equipment worn? Yes _____ No _____

If yes, what item(s)? _____

_____ Human bite that breaks the skin

Was personal protective equipment worn? Yes _____ No _____

If yes, what items? _____

Body Fluid Exposure: Yes _____ Type _____ No _____

Blood Exposure: Yes _____ No _____

Source:

Blood/Body Fluid Source Known _____ Yes _____ No

History HIV _____ Yes _____ No

History Hepatitis _____ Yes _____ No

Chronological Description of the incident: (facts)

(page 1 of 2)

Student/Faculty History:

_____ Pregnancy Yes _____ No _____ Unsure _____

Major Medical Problems: _____

Hepatitis B Vaccine Series Completed: Yes _____ No _____

Was a medical assessment and evaluation of the incident completed:

Yes _____ No _____ Refused _____

If yes, date & time: _____

If no, reason: _____

Anti Retro Viral Therapy: Yes _____ No _____ Refused _____

Gamma Globulin Therapy: Yes _____ No _____ Refused _____

By refusing treatment, medical assessment and/or evaluation, I affirm that I have read & understand the CDC recommendations of the Procedure for Treatment of Classroom or Clinical Agency Body Fluid Exposure contained in the Nursing Program Student Policy Handbook and understand that by refusing treatment, medical assessment and/or evaluation, I may be at risk of acquiring a blood borne disease.

Faculty Signature: _____

Date

Student Signature: _____

Date

Risks Associated with Clinical Practice
Southside Virginia Community College Nursing Program

Student Name: _____

I have been informed and advised of potential risks associated with clinical practice in the laboratory/clinical setting. I have been informed of the measures to be used to minimize these risks and measures to be taken in the event of injury or exposure to an infectious or hazardous substance. I have read the following publications and documents.

1. HIV/ARC/AIDS Policy for Southside Virginia Community College (in the Catalog).
2. Interim Guidance for Managing Healthcare Personnel with SARS-CoV-2 Infection or Exposure to SARS-CoV-2 <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assesment-hcp.html>
3. Centers for Disease Control and Prevention. Updated U.S. Public Health Service Guidelines for the Management of Occupational Exposures to HBV, HCV, and HIV and Recommendations for Post exposure Prophylaxis. MMWR, 2001; 40 (RR11); 1-42.
(<http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5011a1.htm>).
4. Centers for Disease Control and Prevention. APPENDIX B. Management of Occupational Blood Exposures. MMWR, 2001; 50(RR11); 45-6.
(<http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5011a3.htm>).
5. Centers for Disease Control and Prevention. Vaccinia (Smallpox) Vaccine Recommendations of the Advisory Committee on Immunization Practices (ACIP), MMWR, 2001; 50(RR10); 1-25.
(<http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5010a1.htm>).
6. Centers for Disease Control and Prevention. Immunization of Healthcare Workers: Recommendations of the Advisory Committee on Immunization Practices and the Hospital Infection Control Practices Advisory Committee. MMWR, 1997; 46 (No. RR-18).
(<https://www.cdc.gov/mmwr/preview/mmwrhtml/00050577.htm>).
7. Centers for Disease Control and Prevention. Prevention and Treatment of Tuberculosis among Patients Infected with Human Immunodeficiency Virus: Principles of Therapy and REVIEWED/REVISED Recommendations. MMWR, 1998; 47 (No. RR-20).
(<https://www.cdc.gov/mmwr/preview/mmwrhtml/00055357.htm>)
8. Centers for Disease Control and Prevention. Guidelines for National Human Immunodeficiency Virus Case Surveillance, including Monitoring for Human Immunodeficiency Virus Infection and Acquired Immunodeficiency Syndrome. MMWR, 1999; 48 (No. RR-13).
(<https://www.cdc.gov/mmwr/preview/mmwrhtml/rr4813a1.htm>)
9. Guideline for Hand Hygiene in Health-Care Settings:
<http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5116a1.htm>
10. Smallpox Vaccine: www.smallpox.gov
11. HIPAA's Privacy Regulation: www.cms.gov
12. Needlestick prevention: www.needlestick.org;
www.osha.gov/SLTC/needlestick/index.html

SIGNATURE: _____

Date: _____

**Southside Virginia Community College School of Nursing
Waiver to Audiotape**

I _____, understand that I am being allowed to audio tape nursing lectures based upon a learning disability need as verified by the disability specialists on my campus. By signing this document, I agree that I will not so the following:

Restrictions on audio-taping are based on:

1. Legal issues related to use of copyright materials which may be used in class
2. Ethical issues related to confidentiality or personal and client information which may be shared in class
3. Potential impact of audio-taping on the quality of teaching and class discussion

The privilege of audiovisual taping is extended to me by the faculty and other students in the classroom with the understanding that I will fulfill the following responsibilities:

1. Seek permission from the lecturer to tape the session at the beginning of the course.
2. Carry out all taping in a manner that does not disrupt lecture or class discussion.
3. Keep all tapes under my direct control
4. Allow no additional copies to be made of tapes I make in this course.
5. Completely erase all tapes at the end of each course.
6. Stop taping at the following times:
 - a. during any audio or video presentation containing copyrighted material
 - b. during lectures or discussions directed by anyone other than the regular course faculty
 - c. at any time any student in class requests no taping during discussion of personal experiences
 - d. at any time the course faculty requests no taping

I understand and agree to the conditions and responsibilities stated here in this agreement. I understand that the privilege of taping can be rescinded at any time if I fail to comply with any of the conditions and responsibilities of this agreement.

Signed: _____ Date: _____

Remediation Lab Referral Form

Student _____

Referral Date _____

Instructor making referral _____

I am referring _____ to the Open Lab for additional assistance
with _____ due to _____.

Student Signature _____

Instructor Signature _____

Open Lab Instructor Signature upon completion: _____

Additional comments:

Request to Review a Quiz/Exam Item

If you would like to challenge the answer to a question on an exam, please fill out this form and return it to the instructor by 2pm the day of the exam unless otherwise noted by the instructor.

You must find and submit supporting evidence for your argument in the textbook for consideration of rescoring an exam question.

1. Student: _____
2. Unit Quiz/Exam: _____
3. Quiz/Exam date: _____
4. Question for consideration (summarize question, and possible answers):
5. Supporting evidence for your argument or stance on this question. You must cite textbook and page number.

**Southside Virginia Community College
Student Record and Insurance Release**

Date: _____

I, _____ (Student Name) understand that as a student of Southside Virginia Community College enrolled in any Registered Nurse, Practical Nurse, Nurse Aid, Phlebotomy, or EMT class that requires a clinical, the college may be required to release the items listed below. This is a part of the college's Clinical Affiliation Agreement with clinical agencies so that I may be allowed to attend clinical rotations. Information released may be as follows:

Criminal Background Results

Immunization records

PPD records

Drug screening results

By my signature below I authorize Southside Virginia Community College to release this information when requested by the clinical agency.

Also by signing this form, I verify that I have personal medical or health insurance coverage which will cover the cost of any required testing resulting from or related to accidental sticks or injury which may occur during the clinical experience or that I will be personally responsible for costs for any testing and for any treatment related to such injury now or in the future.

Signature: _____ (Student)

Printed Name: _____